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PERSON SPECIFICATION

Area:	EMCHRS L&D	**Job Title:**	Design Manager	**Weekly Hours:**	37
Section:	Technical Support Team	**Scale:**	PO37	**Version:**	1.9
Post No:	RT320	**Status:**	Established	**Version Date:**	2.8.13

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria *Justifiable as necessary for safe and effective performance of the job.*	Essential *A clear definition of the necessary criteria.*	Desirable *Where available, elements that contribute to improved / immediate performance in the job.*
Education:	1. To hold a nationally recognised Learning & Development qualification at a minimum diploma level or equivalent. 2. Educated to degree level or hold an equivalent qualification or demonstrate equivalent experience. 3. Be a graduate member of CIPD or to gain this within 3 years in post. 4. Management qualification ILM 4/5 or equivalent or demonstrate equivalent experience. 5. Qualified to a certificate level or equivalent in learning design or demonstrate equivalent experience.	Associate Membership of CIPD or above. Nationally recognised qualification in Business or Management Studies at minimum Diploma level. Coaching qualification e.g. ILM 4/5 in Coaching and Mentoring.

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Work Experience:	6. Demonstrate substantial experience of managing a team in a learning and development arena within a complex environment.	Experience of successfully leading regional projects relating to L&D design and/or environmental scanning
	7. Demonstrate substantial experience of: • L&D design of new programmes including e-learning and blended learning solutions • L&D environmental scanning • Managing NCALT	Experience of leading multi site teams Experience of working at a national level Experience of working as a senior L&D professional in the Police Service

Personal / Interpersonal Skills, Aptitudes:	8. Demonstrate ability to analyse and manage data, prepare and present high quality complex reports at a senior level.	
	9. Demonstrate ability to communicate effectively at all levels.	
	10. Demonstrate effective project management skills in a complex working environment	
	11. Demonstrate an understanding of diversity	
	12. Demonstrate ability to constructively challenge existing practices	
	13. Demonstrate accurate numeracy skills with good understanding of financial management	

Special Skills:	14. Hold a full driving licence and have use of own vehicle for work purposes (reasonable adjustments considered under the Equality Act 2010	A good understanding of HR ICT systems related to training and the impact upon the work of the team.

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ROLE DESCRIPTION

Job title:	Design Manager
Post no:	RT320
Scale:	PO37
Responsible to:	L&D Manager
Responsible for:	9.5 Technical Support roles
Contacts:	Heads/Deputy Heads of Departments, NPIA and other national bodies, EMCHRS L&D Senior Management Team, EMCHRS HR Shared Service and Partner Providers.
Role:	Responsible for the management of the EMCHRS L&D Design and Environmental Scanning Team providing vision and direction in the development, implementation and review of regional L&D support plans, policies and procedures for these services.

Duties	Responsibilities

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Operational:	1. Day to day line and performance management of regionally based L&D design and environmental scanning staff working in a multi site environment.
	2. Promote a team climate that actively encourages innovation and optimises the use of technology to streamline systems, enhance service delivery and reduce costs. Responsible for managing and promoting the design of e-learning and blended learning solutions.
	3. Undertake regular appraisals of staff in accordance with the PDR process and take responsibility for helping to address their professional and career development needs.
	4. Participate in the Force PDR process and take responsibility for identifying their own professional and career development needs. To maintain continuing professional development to ensure that the Force remains aware of statutory obligations and best practice and that any required policy/procedural changes are implemented.
	5. Lead, manage, develop and commission a confident, competent and proactive team that meets the diverse needs of its customers and demonstrates its own effectiveness, efficiency and value for money.
	6. Manage the development of regional design, development and environmental scanning policy, procedure, standards and practices underpinning the delivery of training, learning and development in compliance with national and local requirements.
	7. Ensure consistent standards of excellent service delivery to all Forces.
	8. Responsible for the team contributing to the development and maintenance of the EMCHRS L&D web site, e library and e resources by providing relevant Design and Environmental Scanning materials and information for inclusion.
	9. To chair regional forums for L&D design and environmental scanning and represent EMCHRS L&D at national forums for these areas.
	10. Initiate, lead and contribute to L&D design and environmental scanning projects to ensure that they develop the organisational capabilities to deliver agreed operational goals, working in partnership with others as necessary.
	11. To work with EMCHRS L&D Business Partners to ensure that each Force has identified and agreed L&D design and development priorities for delivery by the team and ensure there are sufficient resources to implement.
	12. To ensure all relevant data arising from the work of the team is available for performance reporting.
	13. Allocate and monitor design and environmental scanning tasks and activities to the team ensuring that consultation with stakeholders and research takes place where relevant to ensure the most efficient methods are adopted.
	14. To manage the environmental scanning process ensuring EMCHRS L&D, L&D delivery staff and other relevant stakeholders are kept informed of changes to national legislation, policy or procedures and its affect on the delivery of L&D services.
	15. To ensure information from environmental scanning affecting the work of the team is implemented.
	16. To ensure a database is maintained for all design requests reporting progress to the senior management team. To maintain a database for tracking environmental scanning. To ensure a database is maintained tracking all the benefits including value for money arising from the work of the team.
	17. To work with the EMCHRS L&D Delivery Managers to ensure that where applicable newly designed L&D interventions are tested and reviewed to ensure they are fit for purpose and take corrective action where required.

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Communication:	1. Prepare and present high quality and complex reports for EMCHRS L&D and attend senior stakeholder meetings as required by the L&D Manager. 2. Build relationships and form alliances with external counterparts, communities of practice and stakeholders to understand emerging trends, innovations and current best practice and apply to improvements in service delivery and organisational development. 3. Liaise with regional Forces, agencies, individuals and professional bodies to develop and maintain links both locally and nationally to foster closer working relationships with them. 4. Establish and develop collaborative working with other Police Forces and organisations nationally to achieve improved service delivery and contribution to business outcomes.

Administration:	• Use Microsoft Office and other ICT software in the preparation of reports, training plans, data and presentations for senior stakeholders. • Implement robust L&D administration processes to manage and audit the work of the team.

General	• Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people. • Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. • This role description should develop along with the changing demands of policing reflected in regional objectives and priorities.

	• Be flexible in terms of working location and be prepared to work temporarily at other locations within the region. • To deputise for other members of the Technical Support Management Team where required.

Additional Information:

Contract Type:

Date of last Job Evaluation Exercise:

Training Requirements:

PDR Activities and Behaviours:

Yes / No

Allowance *{per mile / day etc}*:

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Car User:

Budgetary Management: Yes / No   Authority to £ Value:

People Management: Yes / No   Total Number & Level:

Post Funding Method:

Owner/source of Funding:

IT Systems Required:

Skills Required:

Health tests required:

Risk Assessment: Yes / No

Job Evaluation: Yes / No

Security Check Level:
(strikethrough checks NOT required)   RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information:

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM   HS2

AREA/DEPT.:   DATE COMPLETED: REVIEWED
LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:

SPECIAL GROUPS OF PERSONS CONSIDERED:

COMPLETED BY (Risk Assessor):   AUTHORISED BY:

ASSISTED BY:

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood